



After the DC OneApp deadline, the application will be processed in the following manner:

**Step 1** Upon submission, a HEFS counselor is assigned to verify the application for accuracy and completion. Once the applicant's status is designated "Submitted," HEFS counselors review applications according to the following schedule:

- Within twenty (20) business days beginning July 1.

**Step 2** The assigned counselor will verify that supporting documents have been received. If all required supporting documents have been received, the application will be designated "Wait List - After Deadline." Should fundings become available, the applicant will receive a priority designation to ensure that they are processed on a first-come, first-served basis and be removed from the waiting list.

If all required supporting documents have not been received, the applicant's status will be considered "Incomplete." The applicant will receive an e-mail indicating what supporting documents has not been received and will be given 45 days to submit the required supporting document. After 60 days, if all required supporting documents have not been provided, the application will be deemed 'Inactive'. An 'Inactive' status significantly reduces the likelihood that the applicant will receive an award.

**Step 3** If the application is placed on a "Waiting List" and sufficient funding is available, the HEFS senior management will review the application in accordance with the following schedule:

- Within twenty (20) business days beginning August 1.

If the HEFS senior management determines that your application is satisfactory, the application will be designated "Eligible" and award letters for the programs to which you have applied will be mailed to you. Additionally, your college or university will receive an e-mail notification of eligibility.

## E. LEARN WHAT HAPPENS IF YOU ARE SELECTED TO RECEIVE AN AWARD

Once the student receives the award letter, there are steps that the student must take to ensure that the college or university has received and properly processed the funds.

**Step 1** Students must provide the original award letter(s) to the financial aid office at their college or university. Please keep a copy for your records.

**Step 2** The institution's Financial Aid Office will confirm student eligibility and will invoice the State Education Office after the final day to add or drop classes in the semester. The invoice amount is based on the student's enrollment status [i.e. full-time or part-time].

**Step 3** SEO will receive the invoice from the institution electronically and will authorize payments through the District's Office of the Chief Financial Officer (OCFO).

**Step 4** The OCFO processes the invoice and mails the check directly to the institution. Processing time takes approximately 30 business days.

**Step 5** Once the institution receives payment, the student's account is credited.

If students experience any problems with receiving the funds, they should contact their financial aid officer and/or SEO counselor immediately.